

410.11**Completing the FNS-798****Introduction**

The FNS-798 reports must be completed monthly.

Completing the FNS-798 reports

The following chart documents the steps in completing, validating, and certifying the FNS-798 Reports.

Step	Action
1	After the 1 st of each month, the Budget Analyst with the Bureau of Finance provides WIC staff with a breakdown of all individual NSA costs by cost category and budget line item. To ensure accuracy, all NSA costs are reviewed by the Chief of the Bureau of Nutrition and Physical Activity (Bureau Chief), the State WIC Director, and the WIC Program Planner.
2	On the 12 th of each month, participation, food redemption, and formula rebate data is available through the MIS system. Data is entered into the FNS-798 document by the WIC Program Planner. To insure accuracy, all data is compared to historical monthly entries and expectations. The WIC Program Planner then adjusts the future month's estimates for participation, food costs, and formula rebates using the State's estimates detail model function of the FNS-798.
3	The Bureau Chief, State WIC Director, WIC Program Planner, and Budget Analyst meet monthly to review the FNS-798 for accuracy. Future projections for unclosed months are also reviewed.
4	Once approved by the Bureau Chief, State WIC Director, and Budget Analyst, the WIC Program Planner validates the FNS-798 on FPRS. Note: The WIC Vendor Coordinator is back-up for validating the FNS-798.
5	The State WIC Director certifies the FNS-798 on FPRS after it has been validated by the WIC Program Planner. Note: The Bureau Chief is a back-up for certifying the FNS-798.

Estimating Formula Rebates

Introduction The WIC Program Planner estimates formula rebates.

Estimating formula rebates The following table outlines the steps involved with estimating formula rebates for future months for the FNS-798.

Step	Action
1	Future month's participation is projected using the State 798 Estimates Detail Rebate Model found on the shared WIC drive. Participation projections are adjusted each month based on the previous year's and previous month's actual participation levels. Future month's participation estimates may also adjusted for program or economic changes.
2	The average percentage of the infants as a percentage of caseload is applied to the total future months participation estimate. The average number of infants as a percentage of caseload is multiplied by the average rebate per infant.
3	The estimated rebates are reviewed each month by the Bureau Chief, State WIC Director, WIC Program Planner, and Bureau of Finance Budget Analyst. Rebates are adjusted if needed to accommodate for any changes.
